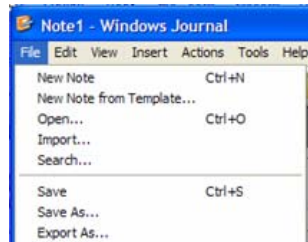


Windows Journal


Using Windows Journal:

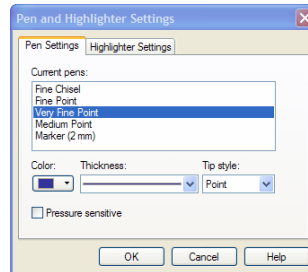
Windows Journal is a tool for taking notes, organizing tasks, and sharing information.




1. From the **Start** menu, choose **All Programs – Tablet PC – Windows Journal**.
2. To open a Journal note, from the **File** Menu, choose **Open ...** and select the file you'd like to open.
3. Write directly on the screen to begin taking notes.

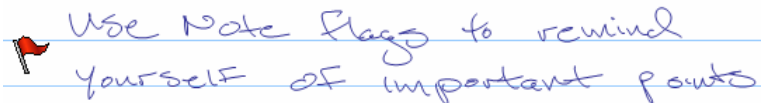
Changing your Pen:

To change your pen, choose the small triangle on the Pen icon  on the toolbar, and select a thickness and color you'd like. You can also choose **Pen Settings** from the dropdown menu and customize your pen.



Flagging Important Information:


Flags let you mark important items for follow up or as a reminder. To create a flag, choose the **Insert Flag** icon  on the toolbar, then tap next to the item you would like to flag.

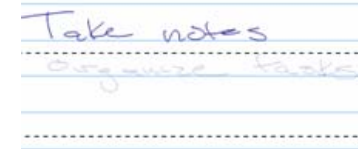


Toolbar Icons in Journal:




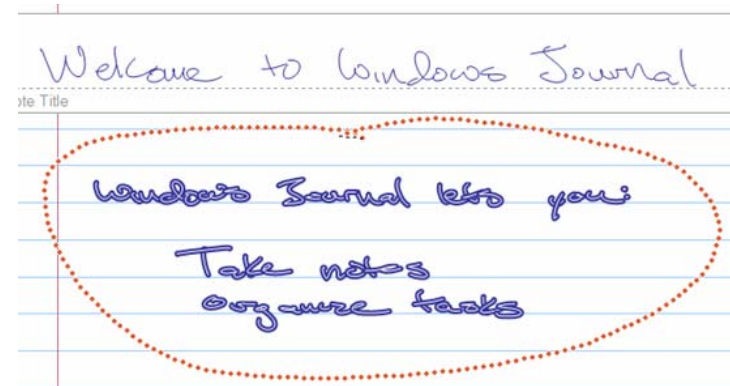
Inserting or removing Space in a Note:

If you need to insert information between existing lines, use the **Insert Space** icon  on the toolbar, then start where you would like the space to begin and drag down the page to create as much space as you need. Then take the pen off the screen. You can also remove space by moving your pen up the screen.



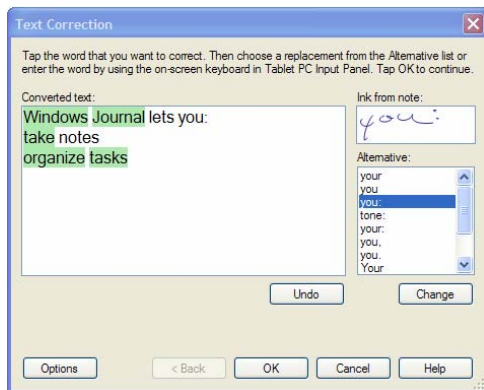
Selecting Information on the Page:

To select information on a page, choose the **Selection Tool** icon  on the toolbar, and then use your pen to draw a loop around the text you would like to select.



Converting Handwriting to Text:

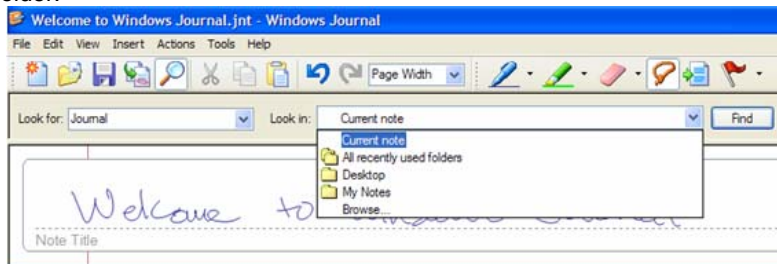
You can convert your handwriting to text in order to copy it into an email or a Microsoft Word document, or copy it into any other program.



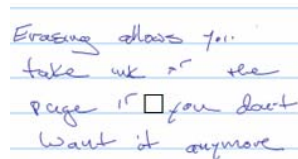
1. Start by using the **Selection Tool** to select the handwriting you would like to convert.
2. From the **Actions** menu, choose **Convert Handwriting to Text ...**
3. In the Text Correction screen, tap any words which were not correctly converted and then choose an alternative. Choose **OK**.
4. Choose whether you would like to insert the converted text into the same note, or copy it onto the clip board to paste into another program.

Finding Information in Your Notes

You can search for key words in your notes. Click the **Find icon** on the toolbar, then enter the word to look for in the search box. Choose whether to look in just the current note, all your notes or notes in a specific folder.



Erasing Your Ink:



If you would like to erase information on the screen, choose the **Eraser icon** on the toolbar, and then use the pen to erase the ink you would like to remove.



You can also erase individual lines or "strokes" from your notes if you want. To do so, choose the small triangle on the **Eraser icon** on the toolbar and choose Stroke from the menu.

Sharing Your Notes:

To share your notes, from the File menu, choose **Send to Mail Recipient ...**

You can send the file as a Journal file, but remember that the person who receives the file needs to have a Tablet PC or download a Journal file viewer for Windows from Microsoft. If you send the file as a web page, no viewer is required.

